**Career Objective**

**JOGY THOMAS**



**Contact Details**

1.

 Mobile No : +971522065413

 Email : jojithomas142@gmail.com

 Sharjah, Al Butina

 Flat No:301

 UAE

# Personal Details

Date of Birth :03/06/1992

Sex : Male

Nationality :Indian

Marital Status : Single

**Language Proficiency**

English

Hindi

Malayalam

**Passport Details**

Passport No. : M9715199

Place of Issue : Thrissur

Date of Issue : 29/05/2015

Date of Expiry : 28/05/2025

Visa status : Visit Visa

To enhance my skills and knowledge in a dynamic and stable workplace and use my skills in the best possible way for achieving the Company’s goals.

Educational Qualification

**M.Com Finance** (MG University) with **72%**

**B. Com Finance** (Calicut University) with **80%**

**Plus Two (Commerce)** with **69%**

**S.S.L.C** with **72%**

Software skills & Computer Knowledge

* SAP A1 FI/CO (Finance & Controlling) Training

 G/L operations Accounts Payable

 Accounts Receivable Asset Management

 Banking Procedures Tax settings

 Controlling Financial Statements

* SAP B1 Finance and controlling training
* Tally ERP 9 (Certified by Tally Academy)
* Peachtree
* MS Excel
* Computer Basics

**Strength**

Hard working, Sincere, self-motivate, dedicate towards work and friendly attitude to all.

**REFERENCE**

Will be provided up on request.

**EXPERIENCE**

* + 1½- year work experience as **ACCOUNTANT** at **Ahalia Medical Group**, Palakkad, Kerala from 03.08.2017 to 30.01.2019

 **Roles & Responsibilities**

* Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head.
* Find out discrepancies in accounting entries and correct them.
* Journalizing day to day Transactions.
* Passing Sales and Purchase Entries.
* GSTR-1 monthly workings and return filing
* GSTR-3B workings and return filing
* Prepare E- way bill
* Enter Goods and Service Tax payable entries and Input Tax Credit reversed entries entered in tally.
* Checking and Correcting Goods and Service Tax related entries in tally.
* Timely issuance of C-Forms and other statutory forms.
* Enter TDS related entries in tally.
* Prepare TDS related workings in Small Ahalia companies.
* Maintain file like monthly GSTR return filing copies, sales tax notice related documents.
* Prepared Sales Tax notice workings to SALES TAX DEPARTMENT.
* Assist in the Preparation of monthly profit and loss accounts and balance sheets.
* Passing audit query entries in tally.
* Communicate with manager on work status and client issues that arise.
* Communicate effectively with clients
* Direct internal and external audits to ensure compliance.
* 6 Months Training experience as SAP TRAINEE at ACCOUNTS AND SERVICE SOCIETY, ERNAKULAM from 04.07.2016 to 30.12.2016

**Works Handled**

* Journalizing day to day transactions using SAP software
* Passing sales and purchase entries using SAP software
* Review the bills, receipts, agreement of processing day to day petty cash payments etc.
* 1-year work experience as **ACCOUNTANT** at BESTONNE GRANITE METALS PRIATE LIMITTED COMPANY, PALAKKAD from 22.12.2014 to 22.12.2015

**Works Handled**

* Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head.
* Journalizing day to day transactions.
* Passing sales and purchase entries.
* Paying day to day petty cash expenses.
* Find out discrepancies in accounting entries and correct them.
* Review the Documents like Bills, Receipts, Goods Receipt Notes, Purchase Orders and Terms and Agreements for processing the payments.
* Responsible maintaining staff payroll in daily and monthly.
* Issuing payments related to staff’s salary and creditors payments.
* Communicate effectively with clients.
* Checking creditors and debtors outstanding bills.
* Collecting outstanding cash from related debtors and paying outstanding amount to creditors.
* Communicate with manager on work status and client issues that arise.
* Depositing cash to partners accounts in daily.
* Checking checklist and bank reconciliation.
* Assist in the Preparation of monthly profit and loss accounts and balance sheets.

**Declaration**

I hereby declare that the above statements are true to the best of my knowledge and belief. Thanks & Best Regards,

 **JOGY THOMAS**